

Tompkins County Workforce Development Board

Youth Oversight Committee

MINUTES

Wednesday, April 10, 2024

WDB Conference Room, 119 E. Seneca St, Suite 200, Ithaca

Present: K. Shanks-Booth, V. Zeppelin, S. Lester

Excused: G. Coicou, C. Malcolm

Staff: C. Sponn, D. Achilles

Guest:

Call to Order:

Ms. Shanks-Booth called the meeting to order at 8:48 a.m.

Approval of Minutes: March 13, 2024

It was moved by Ms. Zeppelin, seconded by Ms. Lester, and unanimously adopted by voice vote of members present to approve the minutes of March 13, 2024.

Financial Update:

Ms. Achilles reported that for January 2023 PY22 WIOA Youth funds overall were expended at 26%; 12% on participants and 14% on operating expenses. Ms. Achilles reported that for January 2024 PY23 WIOA Youth funds overall have been expended at 53%; 20% on participants and 33% on operating expenses.

Ms. Achilles reported youth staff are working hard on outreach and getting participants into training programs this will increase out ITA line and increase overall funding expended on participants.

Ms. Achilles reported that she is working on the 24 - 25 fiscal budget and forecasting WIOA youth funds that will be carried over to the fiscal budget and we are ahead of spending and should only have roughly \$17,000.00.

Ms. Achilles reported that according to the February desk review from FOTA reports that we are on track to reach youth 80% requirement and are on track for out of school at 76.61% and youth work experience at 32.70%.

Discussion:

Review and Approval of Summer Youth Employment Program (SYEP) - Allocation vote to authorize Director to Negotiate Contract with Ithaca Youth Bureau and set amount for Workforce Development When funding amount is available.

The Youth Oversight Committee reviewed 2024 Summer Youth Employment Program budgets from Ithaca Youth Bureau and Workforce Development. The Committee would really like to see Workforce Development complete the RFP information packet for reference on how budget numbers were reached for next year.

Youth Oversight Committee authorized the Director to negotiate contract with Ithaca Youth Bureau and set amount for Workforce Development when funding amount is available.

Ms. Shanks-Booth made a motion to recommend for the 2024 Summer Youth Employment Program depending on Tompkins County allocation amount to award \$118,248 to Workforce and the difference in funding to Ithaca Youth Bureau.

It was moved by Ms. Shanks-Booth, seconded by Ms. Zeppelin, and unanimously adopted by voice vote of members present to approve the Director to move into contract negotiations pending approval of the Workforce Development Board.

Youth Policies Overview

Mr. Sponn reported that Ms. Basilius will report at the next Youth Oversight meeting on updates. The Committee will need to update and review policies.

Director's Report:

WIOA Legislation Updates

Mr. Sponn reported every decade or so workforce legislation is revised. Currently that is occurring with WIOA. There are discussions in Congress and NYATEP is advocating on behalf of the Boards. In December, NYATEP and NYS WDB Directors sent a letter to Congress expressing main concerns.

Communications Specialist Position

Mr. Sponn reported the Communications Specialist will start with us Monday, April 15, 2024. The person will develop will the monthly newsletter that will go to out to the County, brochures, maintain the website, outreach to the community, and work on some long-term projects.

Youth Employment Resource (YERT) Team March Meeting

Mr. Sponn reported the March meeting was held at the Learning Web. The April 18th meeting will be held at Tompkins Cortland Community College for a tour and discussion. In May YERT will go to Ithaca Reuse on May 16th.

Pathways to Apprenticeship Visit at CNY Works

Mr. Sponn reported that he took a tour of the Pathway to Apprenticeships program which is part of Syracuse Build. Mr. Sponn wants to have a construction trades program next year. Currently Ms. Szabo from IAED is talking with trades unions and developing a curriculum for the program. It will be modeled after Direct to Work, but longer (around 11 months).

CNY Build Monthly Meeting

Mr. Sponn reported he is part of a group of regional WDB directors, economic development agencies, and Syracuse city school leaders to develop construction trades programs since it has been successful in Syracuse especially engaging marginalized communities.

IndentoGO Fingerprinting in Tompkins County

Mr. Sponn reported he found the appropriate contact at Staples to see if they were interested in being an IdentiGo fingerprinting site. Mr. Sponn was told Staples was interested. The previous general manager left the Ithaca location.

Career Center Update

Mr. Sponn reported that the department is still going through the process of restructuring the department and enhancing services. Every day is an improvement in developing an efficient department that will best serve the community. Once vacant positions are filled the department will be able to fully implement their plans and adjust where necessary.

Committee Member Updates:

Adjournment:

Ms. Shanks-Booth adjourned the meeting at 10:01 a.m.

February 2024 WIOA Youth Financial Report

Description	Allocation	Monthly Cash Expenditures	Total Cash Expenditures	Current Accruals	Total Accrued Expenditures
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PY22 February 2023

WIOA Youth					
Youth-ITA-IS	4000	0.00	0.00	0.00	0.00
Youth-ITA-OS	35000	20,000.00	22,553.00	10,000.00	32,553.00
Youth-Supportive Services-IS	3000	115.36	115.36	0.00	115.36
Youth Supportive Services-OS	6000	0.00	0.00	0.00	0.00
YWE-IS	20000	1,829.44	5,641.99	513.65	6,155.64
YWE-OS	61000	4,794.06	13,120.91	2,020.35	15,141.26
Youth-General-IS	55000	4,711.24	13,709.51	2,839.75	16,549.26
Youth-General-OS	167033.31	12,303.02	35,755.00	7,262.25	43,017.25
Budget	351,033.31	43,753.12	90,895.77	22,636.00	113,531.77

26% of total budget was expended for PY22 February 2023

35% of the allocation must be spent on participants - \$122,861.66 overall.

As of February 2023, reports - \$41,431.26 participants (12%) \$49,464.51 (14%) operating expenses of total expenditures

PY 23 February 2024

WIOA Youth					
Youth-ITA-IS	3000	0.00	0.00	0.00	0.00
Youth-ITA-OS	18000	4,595.00	4,595.00	10,564.95	15,159.95
Youth-Supportive Services-IS	1000	0.00	0.00	0.00	0.00
Youth Supportive Services-OS	3500	722.50	1,858.22	0.00	1,858.22
YWE-IS	27000	3,527.27	15,371.60	2,382.25	17,753.85
YWE-OS	105000	4,475.94	50,388.92	3,127.77	53,516.69
Youth-General-IS	40000	6,377.17	29,745.69	3,483.55	33,229.24
Youth-General-OS	156884.07	18,052.99	86,608.50	9,842.94	96,451.44
Budget	354,384.07	37,750.87	188,567.93	29,401.46	217,969.39

53% of total allocation was expended for PY23 February 2024

35% of the allocation must be spent on participants - \$124,034.42 overall.

As of February 2024, reports - \$72,213.74 participants (20%) \$116,354.19 (33%) operating expenses of total expenditures

The WIOA Youth Program focuses primarily on out-of-school youth, requiring local areas to expend a minimum of 75% of WIOA youth funds on them. The program includes 14 program elements that are required to be made available to youth participants. WIOA prioritizes work experience through a 20% minimum expenditure rate for the work experience program element.

TOMPKINS COUNTY WORKFORCE DEVELOPMENT BOARD
SUMMER YOUTH EMPLOYMENT PROGRAM

BUDGET SUMMARY	TOTAL
STAFF WAGES	\$30,071.36
STAFF FRINGE BENEFITS	\$13,766.67
STAFF TRAVEL	\$1,340.00
OTHER OPERATING EXPENSES	\$2,574.00
PARTICIPANT EXPENSES	\$4,800.00
PARTICIPANT WAGE & FRINGE	\$65,695.65
TOTAL BUDGET	\$118,247.68

TOMPKINS COUNTY WORKFORCE DEVELOPMENT BOARD
SUMMER YOUTH EMPLOYMENT PROGRAM

0

STAFF WAGES		TOTAL		
NAME	TITLE	JOB DUTIES	FTE	
<i>Example: (Jane Doe)</i>	<i>(Program Coordinator)</i>	<i>0.50</i>		
Tai Basilius	Workforce Development Coordinator	Coordinating the workforce development programs for youth, young adults, adults, and dislocated workers including the year-round and summer youth employment programs for Tompkins County. (.40=16 hours/week x\$33.56=536.96 x 22 weeks)	.40	\$ 11,813.12
Jill Baldwin	Transition Workforce Specialist	Provide transition, employment, training and support services to teens and young adults, assessing current skills and training needs, placing youths in work experiences at partner businesses and non-profits, providing on-going support and case management, identifying supportive service needs and making appropriate referrals. (.40= 14 hours/week x \$29.64= \$414.96 x 22 weeks)	.40	\$9,129.12
Earl Brooks	Transition Workforce Specialist	Provide transition, employment, training and support services to teens and young adults, assessing current skills and training needs, placing youths in work experiences at partner businesses and non-profits, providing on-going support and case management, identifying supportive service needs and making appropriate referrals. (.40= 14 hours/week x \$29.64= \$414.96 x 22 weeks)	.40	\$9,129.12
				\$ 30,071.36

TOMPKINS COUNTY WORKFORCE DEVELOPMENT BOARD
SUMMER YOUTH EMPLOYMENT PROGRAM

STAFF FRINGE BENEFITS	PERCENT	TOTAL
RETIREMENT	%	
FICA	%	
WORKER'S COMP	%	
SUPPLEMENTAL BENEFITS	%	
MEDICAL INSURANCE		
UNEMPLOYMENT INSURANCE	%	
OTHER: (Please specify)		
Roster Total:	.4578 %	0.00
Part-time Seasonal Total		
<i>If provider uses an overall fringe rate it must be broken out by fringe category)</i>		
		\$13,766.67

TOMPKINS COUNTY WORKFORCE DEVELOPMENT BOARD
SUMMER YOUTH EMPLOYMENT PROGRAM

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STAFF TRAVEL	TOTAL
MILEAGE (\$.67 PER MILE)	
2000 x .67	\$1340.00
OTHER: (Please specify)	
TOTAL STAFF TRAVEL	\$1340.00

TOMPKINS COUNTY WORKFORCE DEVELOPMENT BOARD
SUMMER YOUTH EMPLOYMENT PROGRAM

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OTHER OPERATING EXPENSES	TOTAL
	\$175.00
OFFICE SUPPLIES: File forms, packets for worksites, folders, clips etc.	
RENT- Partial rent for 3 months	\$1500.00
UTILITIES	
TELEPHONE: 3 cellphones-36.95/month x 4 months= 443.40; partial office lines: \$205.60 for 2 months	\$649.00
POSTAGE	N/A
COPYING/PRINTING- 250 color flyers/brochures	\$250.00
STAFF TRAINING	
OTHER: (Please specify)	
TOTAL OTHER OPERATING EXPENSES	\$2574.00

TOMPKINS COUNTY WORKFORCE DEVELOPMENT BOARD
SUMMER YOUTH EMPLOYMENT PROGRAM

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PARTICIPANT EXPENSES	TOTAL
OTHER PARTICIPANT COSTS:	
TRANSPORTATION (BUS PASSES, VAN RENTAL FOR FIELD TRIPS, ETC.)	\$2500.00
LICENSING FEES	\$250.00
EXAM FEES	\$150.00
CLOTHING/UNIFORMS	\$500.00
TRAINING SUPPLIES	\$1400.00
OTHER (Please specify) Incentive: 32 youths x \$25/workshop/ training activity and employability achievements (\$500.00)	
(The total of Participant Expenses and Participant Wage and Fringe must be at least 65% of overall budget)	
TOTAL PARTICIPANT EXPENSES	\$4,800.00

TOMPKINS COUNTY WORKFORCE DEVELOPMENT BOARD
SUMMER YOUTH EMPLOYMENT PROGRAM

0

PARTICIPANT FRINGE BENEFITS	PERCENT	TOTAL
RETIREMENT	2.48%	
FICA	7.65%	
WORKER'S COMP	1.48%	
SUPPLEMENTAL BENEFITS	.13%	
MEDICAL INSURANCE		
UNEMPLOYMENT INSURANCE	.13%	
OTHER: (Please specify)		
Roster Total:	11.87%	\$6,970.65
Part-time Seasonal Total		
<i>If provider uses an overall fringe rate it must be broken out by fringe category)</i>		

PARTICIPANT WAGE & FRINGE BENEFITS	PERCENT	TOTAL
Wage: \$15.00/hours		
Fringe: 11.87%		
	27 Youth total	
	27 youth at 20 hours for 7 weeks 15.00 wage	\$56,700.00
	27 youth at 5 hours for workshops 15.00 wage	\$ 2,025.00
	Wages:	\$58,725.00
	Total wage and Fringe:	\$65,695.65

Youth Employment Service (YES)
Summer Youth Employment Program Proposal 2024
2024 Summer Youth Employment Program

Proposal Summary Form

BACKGROUND INFORMATION

Proposing Organization: Ithaca Youth Bureau – Youth Employment Service (YES)

Address/Zip: 1 James L Gibbs Dr Ithaca NY 14850

Contact Person / Title: Ever Stokes – Youth Employment Service Program Coordinator

Phone: 607-273-8634 Email: bstokes@cityofithaca.org

Fiscal Contact (*name & phone number*): Jennifer Westling 607-273-8364

Incorporated Organization: (*Check one*) Yes No

Organization Type: (*Check one*) Private for-profit Non-profit Public

PROGRAM HIGHLIGHTS

Number of Participants to be served: 69 budgeted, would hope to hire 75

Age Group to be served: 14-20

Geographic Area(s) to be served: All of Tompkins County, with focus on Ithaca City School District, Dryden School District, and Newfield School District

Proposed Number of Hours of Work per Participant: 120

Total Number of Hours of Training to be provided 5
(workshops, employer panels, employer tours, etc...)

Amount of Funds Requested in this Proposal: \$223,370.24

Percentage of Funds Requested in Participant Costs: 65.78%

*Youth Employment Service (YES)
Summer Youth Employment Program Proposal 2024*

II. Program Design Narrative

A. Detailed Overview

1. Program Timeline

Date	Staff	Action
Feb 9th	ES	Send supervisor orientation materials via e-mail
2/1-3/8	All	Recruitment and Orientation of Worksites
Feb 29	ES, RB	Virtual Worksite Info Session
March 8th		Job descriptions due from worksites
Week of March 4	BT, CL, RB, MF	Start middle school outreach & recruitment
March 4		Application link sent to last year's waitlist
Week of 3/11	All	Start high school outreach. Begin summer interviews and send general info. packets to contacts
4/1-5/1	ES, BT	Recruitment, interviewing, and hiring seasonal staff
4/8 – 5/23		Increased presence @ IHS and other schools
Week of 5/1		TSYEP Staff Start & Eligibility Training
5/1 - 7/10	BT, ED	TSYEP Eligibility Documentation/Determination Ongoing
5/13-17	All	Job Offer Packets prepared and ready
5/17, 5/20	All	Matching teens/ Job Offer calls & letters
May 23rd		Teen application and interview deadline
5/30, 6/3	All	Matching teens/ Job Offer calls & letters
5/31, 6/3	All	Matching teens/ Job Offer calls & letters
6/2, 6/6/5	All	Matching teens/ Job Offer calls & letters
June 6th	All	Teen Payroll/Orientation session #1 4-6:15 PM
6/7, 6/10	All	Matching teens/Job Offer calls & letters
June 10-30	ES, BT, MF	Final Case-by-Case Matching teens, waitlist pulls / Job Offer calls & letters
June 12th	All	Teen Payroll/Orientation session #2 4-6:15 PM (ADAPTIVE)
June 14th	All	Teen Payroll/Orientation session #3 4-6:15 PM
June 20th	All	Teen Payroll/Orientation session #4 4-6:15PM
June 21st	All	Teen Payroll/Orientation session #5 1-3PM
June 24th	All	Teen Payroll/Orientation session #6 1-3PM
6/24, 7/1		Early Start Date for some summer worksites
June 24 th -30 th	CL & BT	Notification of teens not selected with info on YES Connect
6/25-7/1	ES & MF	Daily Kickstart Training (Financial Literacy and Workplace Harassment) 12-2PM
6/25-7/1	BT & RB	Daily Worksite Supervisor Orientations 12:30-2PM
6/28	All	Teen Payroll/Orientation session #7 9:30-11:30AM
July 8th		Official Start Date for worksites
7/15– 7/26	YES Reps	Collect Mid-Point Evaluations
July 26	YES Reps	Mid-point Progress Reports Due
7/29-8/16	YES Reps	Collect Final Evaluations & Exit Surveys
8/13-14	All	YES mini-conference (full day selection of paid workshops for teens)
August 16th		Last day of work for teens who have worked all their hours
8/19	YES Reps	Final Progress Reports and Case Notes Due
8/19-8/31		Extended weeks for some TSYEP teens/late start teens

*Youth Employment Service (YES)
Summer Youth Employment Program Proposal 2024*

2. **Training Activities: The YES Orientation Session** is the initial pre-work orientation activity. This session is required before starting work and is unpaid. Small and large group activities orient teens to the following: work requirements, timesheets & paychecks, appropriate work behaviors, appropriate attire, confidentiality, safety protocols, internet & phone rules, working with their YES Rep, and completing tax/payroll forms. Sessions are approximately 1.5-2 hours long with 15-40 participants per session. Seven in-person sessions will be offered, one will be an adaptive session that will be smaller, designed for individuals with higher needs for literacy and/or language support. Teens will be assigned to an orientation based on the type of job they are matched to and will receive their assignment with their job offer letter (they will have the option to be reassigned to a different session in case of conflicts and/or select the adaptive session instead). They will also be assigned to a **Kickstart Training**, which will be offered every day from 12-2PM from June 25th to July 1st. This 2 hour paid training encompasses financial literacy and workplace harassment, as well as a 30 minute meet and greet with their supervisor. This training is required (a virtual make-up option will be provided). **End of Summer Mini-Conference:** we will be offering a two full day mini-conference of workshop offerings at the Ithaca Youth Bureau. Teens will have the opportunity to register for sessions of their choice, including group workshops, individual coaching/resumé appointments, and focus group sessions to provide feedback and youth input on the YES Summer Jobs Program. Workshop sessions will include: entrepreneurship, customer service training, professionalism, demand occupations in Tompkins County, resumé writing, and interviewing practice. We will also arrange to have some business partners who hire teens onsite during the conference for teens interested in pursuing continued work. Food will be provided each day, as well as some transportation support, and incentives to encourage participation. Teens will be paid for conference attendance, with an unpaid lunch period. YES will coordinate with other SYEP contractors to make workshops available to all SYEP participants across programs. In addition to the initial Kickstart Training, teens will be eligible for five additional hours of paid training. YES Reps will help teens register for conference activities and market the event during weekly site visits.
3. **Financial Literacy:** Financial Literacy will be part of the required Kickstart Training before work begins. This training will specifically cover reading and understanding paystubs, creating financial goals and budgets, savings and compound interest rates, building good credit and identification of smart money habits that align with teen goals. Additionally, financial literacy activities are provided throughout the YES experience, from the initial Orientation Sessions to workshops in the end of summer mini-conference. Teens will receive between 1.5 and 5 hours of Financial Literacy education (depending on the optional workshops they select).
4. **Work Experience:** Up to 75 teens will be placed in community worksites that fit their skills and interests. Some worksites will have only one teen and others will have several. All teens will have a direct supervisor and work up to 120 hours over the course of 6-8 weeks; the actual schedule will depend on the individual worksite. The types of work include: working with children, office, elder care, farming/gardening, maintenance, retail/small business, science and environmental, food service, education, and library. YES staff will meet at least 4 times to match teens to jobs according to their skills, strengths, and needs. We carefully review teen skills, interests and references, location/transportation, as well as job descriptions and skill requirements to determine an appropriate placement for each teen. YES has relationships with approximately 80+ employers through our subsidized job programs. Each year we work to expand our partnerships with private sector and demand occupation worksites, as well as worksites accessible to teens living in rural areas. We recruit women-owned and minority-owned businesses as partners whenever possible. A list of anticipated

*Youth Employment Service (YES)
Summer Youth Employment Program Proposal 2024*

worksites is attached. A sample worksite catalog that teens use during their interviews can be viewed at <http://yesithaca.org/worksite-catalog>. Supervisors from returning worksites receive written materials outlining the guidelines, procedures, and expectations of the program (download guidebook at <http://tiny.cc/guidebook24>). Staff meet with new supervisors to go over materials and orient them to guidelines and expectations. All are invited to attend a virtual Q&A and required to attend in-person training in June. Teens will not be matched until our Worksite Agreement is signed.

B. Recruitment, Outreach, & Retention Plan

1. ***Recruiting eligible participants:*** We provide outreach at ICSD middle and high schools, New Roots, BOCES, Dryden, Newfield and TCPL as allowed. We send a direct email to school staff and community agencies, neighborhood listservs, etc. 70% of the youth served by the Youth Development Division of the IYB qualify for low-income services. YES has been working with the TSYEP target population for nearly 20 years and has significant networks with eligible families. We are exploring ways we can provide outreach in partnership with DSS to reach teens receiving TANF services.

2. ***Underrepresented populations:*** We use the above methods and work closely with DSS, Learning Web Youth Outreach Program, F&CS, GIAC, Southside, College Discovery Program, Rural Youth Services, refugee family sponsors, Big Brothers Big Sisters of Ithaca and Tompkins County, Paul Schreurs Memorial Program, Village at Ithaca, and other community organizations to target appropriate populations. YES Staff do community outreach by attending events that underserved populations might attend and building relationships with worksites that specifically serve BIPOC teens, such as The Learning Farm and Southside Community Center. We provide a variety of in-person and virtual interview appointments, including some evenings/weekends and onsite with community groups to maximize our reach. Using a combination of our application, interview, parent/caregiver authorization, and a supplemental questionnaire given to teens in advance of their interview, staff evaluate the Personal Factors and Structural Inequality Factors that are impacting each participant. These factors are combined to create a “Priority Score” for each teen. The 30% of applying participants with the highest priority score will be matched to jobs first, regardless of when they interviewed or submitted documents. We do this to ensure that teens experiencing multiple barriers have the widest possible choice of worksite opportunities. In 2023, 49% of SYEP participants were prioritized via this system. 94% of teens served by YES using SYEP funds in 2023 were impacted by multiple forms of structural inequality, and 49% had a disability.

3. ***Transportation/Technology needs:*** We ask teens about transportation options during their intake interviews and consider this factor when matching to jobs. Most worksites are accessible by public transportation. We help teens map out bus routes and schedules as needed, sometimes having caseworkers ride with or meet teens during their first day. For acute needs, we provide transportation to work orientations, physical appointments related to receipt of work permits, workshops, etc. in IYB fleet vehicles. We offer both digital and paper versions of all our paperwork and materials to accommodate the technology access needs of teens. Additionally, we have mobile workstations and tablet kiosks to help teens fill out our application forms without relying on their own technology.

C. Staffing and Collaboration

1. *Staff Positions and Responsibilities*

Staff position	% Time	Duties include:
Brent Triolo Program Leader, Staff	34%	Interviews, documentation gathering, outreach, recruitment, site visits, payroll sessions, case management, case notes and ongoing documentation. Supervise

*Youth Employment Service (YES)
Summer Youth Employment Program Proposal 2024*

and Teen Training		seasonal staff and eligibility process, plan, implement and track training activities and youth training participation.
Rane Bullion Program Leader, Worksite Relations	31%	Interviews, documentation gathering, outreach, recruitment, site visits, payroll sessions, case management, case notes and ongoing documentation, recruitment and communication with worksite partners, supervise seasonal staff
Caitlin Lawrence Program Leader, Payroll Manager	39%	Oversee payroll databases, perform weekly payroll procedures, process all tax forms, troubleshoot timesheet and check issues, respond to payroll questions, interviews, documentation gathering, outreach, case management. Supervise seasonal staff.
Megan Freitag Program Leader, Intake Admin & Eligibility	39%	Maintain database and paperwork systems, manage intake of participants and creation of database and paper files, oversee flow of documentation. Communicate with families, DSS & YES staff, determine eligibility status and assist with TSYEP approval. Case management, case notes and ongoing documentation for caseload of teens.
Ever Stokes YES Program Coordinator	30%	Oversee program & budget, recruit, train, and supervise staff, oversee eligibility, matching, evaluation, and database processes, guide and support case management, perform program reviews, monitor progress and generate reports.
TBD Eligibility Determiner	86%	Communicate with families, DSS & YES staff, determine eligibility status and assist with TSYEP approval. Case management, case notes and ongoing documentation for caseload of teens.

*Full Youth Bureau Org Chart Attached

We recruit staff from a variety of sources and conduct interviews, references, and background checks. We have a staff manual describing procedures and expectations. Staff members are oriented to worksites, strength-based youth development, case management, and our tools and systems.

2. **Other Organizations:** YES has an extensive network of collaborating partners. Partners include: ICSD, GIAC, CCETC, WorkforceNY, Village at Ithaca, the Learning Web, TCPL, Tompkins County Mental Health, and other local human service agencies. The responsibilities of each partner and the contact depend on the partnership goals, program type, target population, etc. We work with a wide variety of local employers. To ensure that all youth are served, summer employment providers meet throughout the spring.

D. Attendance Policy

1. **Attendance Requirements:** Attendance at an Orientation and Payroll Session and a Kickstart Training is required before starting work. Each teen and their respective worksite supervisor will be sent a Start Slip to show they are authorized to work. Teens will be permitted up to 3 unexcused absences during the 6–7-week program. Supervisors will notify the YES Rep immediately upon an unexcused absence. The consequence for unexcused absences will be a counseling meeting with the YES Rep to plan an appropriate course of action. Depending on the situation, the course of action may include: involvement of family, behavior contracts, schedule shift/change or suspension, regular check-ins or reminders, strategy sessions and follow up meetings, etc. YES Reps consult with the Coordinator in recommending a course of action to address attendance issues. Teens receiving prior approval from their supervisor will be excused from work for legitimate reasons if the amount of time is not

*Youth Employment Service (YES)
Summer Youth Employment Program Proposal 2024*

excessive. YES Reps monitor attendance through site visits and the Payroll Manager notifies YES Reps with attendance issues. Teens are evaluated on attendance and reliability by their supervisors. YES Reps provide coaching, guidance, support and advocacy as needed by teens and worksites.

E. Supportive Services

1. ***Counseling-*** The role of the YES Reps is intended to be one of counseling and advocacy. Since they are not the teens' supervisors, they can counsel and coach them on issues that arise. They are expected to assist teens with finding appropriate community resources as needed to help with issues that arise during the placement. YES Reps receive Mental Health First Aid training for youth.
2. ***Supportive Service Referrals*** - The YES Reps meet regularly with their supervisor to discuss teens on their caseload. If external supports are needed, the YES Rep and Coordinator will determine how to handle the referral. Depending on the nature of the referral, either the YES Rep or their supervisor will connect the teen with the necessary supports.
3. ***Multiple Barriers*** As stated in section B2, we use our application, interview, parent authorization, and reference forms to surface the acute personal barriers and structural inequalities that impact our participants. We use job descriptions from worksite partners and long-standing relationships with supervisors to find the most supportive, accommodating work placement for each participant while maintaining confidentiality. We offer in person training to worksite supervisors in June detailing best practices for supervising teens with multiple barriers in a strength-based, trauma-informed context. When necessary, we work with supportive service agencies (Racker, for example) to provide on-the-job support that a supervisor cannot themselves provide. If we determine during the program that a site is unable to provide the level of support necessary, we will seek alternative placement.
4. ***Social Emotional Learning (SEL) competencies*** are infused within our work-readiness evaluation in categories such as Teamwork, Initiative, Response to Supervisor, and Communication Skills. During weekly site visits, YES Reps ask specific questions related to goal-setting, strengths, and general response to work, which help teens reflect and build their self and social awareness. YES Reps are also equipped with a variety of socio-emotional coaching tools that they can use in weekly meetings as necessary. A collection of worksheets we have developed can be viewed at: <http://tiny.cc/hnduwz>

F. Evaluation

1. ***Participant Evaluation:*** Teens are initially evaluated on the following skills as part of their intake interview: attendance/punctuality, interview appearance, experience, job search initiative, information gathering, references, work interest/attitude, application skills, and interview interaction skills. During the employment experience the teens are evaluated on the following skills: attendance/punctuality, workplace appearance, knowledge of the workplace, initiative taking, quality of work, problem solving/decision making, cooperation with others, communication skills, and response to supervisor. During the first at-work evaluation (done in the first 2 weeks), the teens and supervisor set goals for improvement and identify strength areas. Each week the YES Rep meets with the supervisor and teen to ensure improvement or take corrective action. The final evaluation is done at the end of the work experience to document the overall performance and progress of the teen.
2. ***Program Evaluation:*** Midsummer, a random sample of worksites is selected to give feedback on their YES Rep's effectiveness, follow through, responsiveness, etc. via email. This information is compiled by the coordinator. At the end of the summer, teens and worksite supervisors are given forms in which they can give feedback (<http://tiny.cc/yesforms>) about the effectiveness, strengths and weaknesses of our program. Teens also fill out exit surveys for their orientation and every training session they attend.

*Youth Employment Service (YES)
Summer Youth Employment Program Proposal 2024*

3. ***Problems and Grievances:*** YES Reps work closely with teens and supervisors to handle problems as they arise. The coordinator reviews caseloads weekly with the YES Reps, and troubleshoots as needed. When possible, YES Reps will mediate or advocate regarding issues at work. If necessary, year-round staff and City Human Resources are available to assist with any significant issues.

III. Program Management Narrative

A. Agency Profile

1. ***Agency Overview:*** The Ithaca Youth Bureau (IYB) is a public multi-service agency established in 1947 to provide a broad array of recreation and youth development services, supports and opportunities to enable participants from all backgrounds, walks of life, identities, abilities, and lived experiences to thrive. The IYB serves more than 5000 youth annually through a variety of programs including: sports, mentoring, job and skill training, academic support, recreation support and inclusion, expressive arts, and camps. Our youth development programs do strategic outreach to youth who are economically disadvantaged and underserved. YES envisions a world where ALL teens grow into flourishing adults, and our mission is to level, clear, and widen that path. YES has been connecting teens to work opportunities in Tompkins County for over 50 years.

How this program fits overall IYB operation: The goals and mission of the Tompkins Summer Youth Employment Program are consistent with services currently provided by YES and completely aligned with our mission and vision. This program allows us to increase the number of youth employed in the summer and provide opportunities to youth not served by the City and Joint Youth Commission funded programs. Since the IYB strives to provide youth with the tools they need to build a successful life, the Tompkins Summer Youth Employment Program is a good fit for the mission of our agency.

2. ***Response if notification is late in program preparation period:*** We are in the process of preparing materials for our programs now. When teens are interviewed, we let them know about Tompkins Summer Youth Employment Program funding potential and give them the applications but are very clear that funding is not definite. Teens will need to complete applications and an interview by May 23rd in order to be considered for any of our programs this summer. We have staff from last summer who are interested in returning if there are staff positions available through TSYEP.
3. ***Similar programs operated by YES:*** YES has been operating in Ithaca and Tompkins County for over 50 years. The summer Municipal Jobs Program (MJP) has been a successfully functioning program since 1983. YES has worked with the TSYEP program for nearly 20 years. Between these programs and funding from the Joint Youth Commission, YES regularly hires 150-200 teens each summer. During the 2023 summer jobs program, 92% of YES teens improved their work-readiness skills (as evidenced by supervisor evaluations). 96% of teens who worked with YES successfully completed their placement. 90% of teens report that they felt supported by YES during their job placement, and 92% felt more prepared to find a job on their own after working with YES.

B. Financial Record Keeping

1. ***IYB Financial Management System:*** As a City of Ithaca Department, the Ithaca Youth Bureau utilizes a program budgeting approach and financial management system that is compatible with and in compliance with city-wide requirements and procedures. The City Comptroller's Office and Common Council provide oversight. At this time, there are no unresolved audit questions with the IYB that are related to government funded programs.
2. ***Disbursement and Receipt of Funds:*** IYB Office Manager Jen Westling and Financial Management Assistant Donna Hansen are the staff responsible for disbursement and receipt of funds.

*Youth Employment Service (YES)
Summer Youth Employment Program Proposal 2024*

C. Participant Wage Check Procedure

1. ***Documentation of Time Worked:*** Timesheets are filled out daily and verified by the supervisor at the worksite. Both a supervisor and teen signature are required for the timesheet to be processed. Timesheets are submitted weekly. Timesheets without signatures by either the teen or supervisor are processed the following week once they are completed. Timesheets are proofed and math mistakes corrected by the YES Payroll Manager, and data is entered into the YES Payroll Database. Timesheets then go to the Financial Management Assistant who processes them and sends the payroll information to City Hall. A sample timesheet is attached.
2. ***Paychecks:*** At our orientation and payroll session teens complete and sign a Check Option form telling us how they want their paycheck to be handled. Teens are paid weekly. Paychecks are generated at City Hall. The Financial Management Assistant receives them and turns them over to the YES Payroll Manager who compares them to the information in the YES payroll database. They identify any inconsistencies and work with the Financial Management Assistant to resolve them. The YES Payroll Manager organizes the check distribution. Checks are distributed in one of three ways: direct deposit, mail, or picked up by the teen or authorized designee. Each check is signed for by the person picking it up. When checks are mailed, the appropriate staff member signs to indicate they put them in the mail. If a teen authorizes another person in writing to pick up the check, that person can do so if they provide ID. Checks are first available at 11am on Thursdays and are mailed out Fridays at 12 pm if they haven't been picked up. All check authorization sheets are saved and filed.

D. Quality Control & Monitoring

1. ***Monitoring*** - The YES Program Coordinator is responsible for the monitoring of the summer jobs program and internal compliance of the contract and guidelines outlined in the RFP. The Coordinator has the final review of all SYEP eligible files (completed weekly in May and June). The Coordinator works with the Intake Manager as well as the Eligibility Determiner to ensure that proper procedures are followed, appropriate documentation is collected, and participant files are complete. YES Reps work with supervisors and year-round staff to ensure worksites are fulfilling their worksite agreements and complying with labor laws. The Coordinator meets weekly with the Program Leaders to ensure that staff, participants, training and worksites are staying on track with program expectations. Participant Progress Reports and evaluations are collected and entered in a database, which analyzes data regarding outcomes and participant progress. The Coordinator and the IYB Office Manager keep documentation and fiscal records throughout the program. The Coordinator regularly reviews the payroll and budget to ensure that spending is appropriate and communicates that information regularly to the WDB Director or designee. In addition, the Coordinator regularly reviews training participation, participant numbers and distribution to ensure contract compliance. The review of timesheets and paychecks is described in section III.C. A list of outstanding participant payroll check reports is printed by the City payroll office annually and YES Staff reach out to teens to help them replace or cash outstanding checks.

V. Budget Forms (please see attached forms for full breakdowns)

Cost Allocation Methods

Staff Wages:

The *Eligibility Determiner* is budgeted to work from early May through mid-August. We used the hourly rate of \$18.50 per hour and budgeted them to work 30 hours a week for 18 weeks.

There are 4 *Program Leaders*, working at slightly different hourly rates. They are all estimated to be working 20 weeks on TSYEP. We estimated that the Staff and Teen Training Program Leader (hourly

*Youth Employment Service (YES)
Summer Youth Employment Program Proposal 2024*

rate \$32.07) would work 13 hours per week on TSYEP (1 hr/wk in September) for 20 weeks and that would be ~34% of his time. We estimated that the Worksite Relations Program Leader (hourly rate \$27.26) would work 12 hours per week on TSYEP (1 hr/wk in September) for 20 weeks and that would be ~31% of her time. We estimated that the Intake Admin/Eligibility Program Leader (hourly rate \$27.26) would work 15 hours per week on TSYEP (1 hr/wk in September), and this would be ~39% of her time. We estimated that the Payroll Manager (hourly rate \$32.07) would work 14 hours per week on TSYEP (1 hrs/wk in September) for 20 weeks and that would be ~39% of their time.

The *Program Coordinator* is budgeted at an hourly rate of \$35.47 and expected to work around 14 hours per week on TSYEP for 22 weeks (2 hrs/wk in September). We expect ~30% of their time will be allocated to TYSEP.

The *IYB Office Manager* is budgeted at an hourly rate of \$29.19 and expected to average 2 hours per week on TYSEP for 22 weeks, roughly 5% of their time.

The *Financial Management Assistant* is budgeted at an hourly rate of \$25.28 and expected to average 6 hours per week (1hr/wk in September) on TSYEP for 17 weeks, ~12% of their time.

Staff Travel: The amount of money budgeted for staff travel is \$350, allowing for ~373 miles of staff travel to worksites and outreach locations.

Office Supplies & Printing: We have allocated \$300 to Office Supplies and \$400 to Copying/Printing. These lines include paper, printer ink, file folders, case management binders and other office supplies. These lines also include printing costs for expenses related to the printing of applications, eligibility forms, time sheets, progress reports and end of program surveys.

Participant Expenses: We have budgeted \$100 for licensing fees to support teens who have mandated background checks/fingerprinting as part of their placement. The \$1200 training supply budget covers the costs of orientation and payroll session folders and bags, payroll & tax form printing, as well as materials, supplies, incentives, and snacks for all trainings and workshops. This funding is also used to cover any worksite requirements that have an associated fee (uniforms, non-skid shoes, etc.).

Participant Wages: The wages for each teen (participant) are based on the current minimum wage of \$15 per hour. We have planned for six weeks of work at 20 hours per week and 5 hours of paid training activities. Based on experience we expect that not all teens will work their full hours. We are using 69 teens as our budget number but intend to serve 75 teens. The City of Ithaca fringe benefits rate for teen workers (program participants) is 12.65%.

Our figuring is as follows:

\$15 per hour x 120 hours= \$ 1800.00 work experience

\$15 per hour x 5 hours= \$ 75.00 training

\$ 1875.00 wages per teen x 12.65% fringe rate= \$237.19/teen fringe

x 69 teens

\$129,375.00 wages

x 69 teens

\$16,366.11 fringe

Total cost for teen (participant) wages and fringe is \$145,740.94

The wage and fringe cost per teen is \$2,112.19

In our planning for our summer programs, we estimate that we will have 55 spots in the City Municipal Jobs Program (MJP), 69 spots in TSYEP and 35 spots in the Joint Youth Commission First Time Work program. We estimate that TSYEP will be 43.4% of our summer programming. Our total requested amount for our budget is **\$223,370.24**

VI. Certification Form: The Certification form is attached as page 16.

VII. Required Attachments

TOMPKINS COUNTY WORKFORCE DEVELOPMENT BOARD
SUMMER YOUTH EMPLOYMENT PROGRAM

BUDGET SUMMARY	TOTAL
STAFF WAGES	52,218.48
STAFF FRINGE BENEFITS	23,060.82
STAFF TRAVEL	350.00
OTHER OPERATING EXPENSES	700.00
PARTICIPANT EXPENSES	1,300.00
PARTICIPANT WAGE & FRINGE	145,740.94
TOTAL BUDGET	223,370.24

TOMPKINS COUNTY WORKFORCE DEVELOPMENT BOARD
SUMMER YOUTH EMPLOYMENT PROGRAM

0

STAFF WAGES				TOTAL
NAME	TITLE	JOB DUTIES	FTE	
<i>Example: (Jane Doe)</i>	<i>(Program Coordinator)</i>		<i>0.50</i>	<i>20,800.00</i>
Brent Triolo	Program Leader	Interviews, matching, case management, seasonal staff	0.34	7,568.52
Rane Bullion	Program Leader	Interviews, matching, case management, worksite recru	0.31	5,942.68
Megan Freitag	Program Leader	Interviews, matching, case management, data entry, sea	0.39	7,414.72
Caitlin Lawrence	Program Leader	Interviews, matching, case management, payroll manag	0.39	8,723.04
Ever Stokes	Program Coordinator	Oversee program & budget, hire and train seasonal staff	0.30	9,222.20
Donna Hansen	Financial Assistant	Payroll and tax paperwork, weekly paycheck processing	0.12	2,072.96
Jen Westling	Office Manager	Supervision of Financial Assistant, preparation of mont	0.05	1,284.36
TBD	Seasonal Eligibility Deter	Determine program eligibility, track paperwork intake, c	0.86	9,990.00
			2.76	52,218.48

TOMPKINS COUNTY WORKFORCE DEVELOPMENT BOARD
SUMMER YOUTH EMPLOYMENT PROGRAM

STAFF FRINGE BENEFITS	PERCENT	TOTAL
RETIREMENT	14.40%	
FICA	6.20%	
MEDICARE	1.45%	
DISABILITY INSURANCE		
MEDICAL INSURANCE	25.81%	
WORKER'S COMPENSATION	3%	
OTHER: (Please specify)		
Roster Total:	50.86%	21,477.40
Part-time Seasonal Total	15.85%	1,583.42
<i>If provider uses an overall fringe rate it must be broken out by fringe category)</i>		
		23,060.82

TOMPKINS COUNTY WORKFORCE DEVELOPMENT BOARD
 SUMMER YOUTH EMPLOYMENT PROGRAM

0

STAFF TRAVEL	TOTAL
MILEAGE (\$.67 PER MILE)	350.00
OTHER: (Please specify)	
TOTAL STAFF TRAVEL	350.00

TOMPKINS COUNTY WORKFORCE DEVELOPMENT BOARD
SUMMER YOUTH EMPLOYMENT PROGRAM

0

OTHER OPERATING EXPENSES	TOTAL
OFFICE SUPPLIES	300.00
RENT	
UTILITIES	
TELEPHONE	
POSTAGE	
COPYING/PRINTING	400.00
STAFF TRAINING	
OTHER: (Please specify)	
TOTAL OTHER OPERATING EXPENSES	700.00

TOMPKINS COUNTY WORKFORCE DEVELOPMENT BOARD
SUMMER YOUTH EMPLOYMENT PROGRAM

0

PARTICIPANT EXPENSES	TOTAL
OTHER PARTICIPANT COSTS:	
TRANSPORTATION (BUS PASSES, VAN RENTAL FOR FIELD TRIPS, ETC.....)	
LICENSING FEES	100.00
EXAM FEES	
CLOTHING/UNIFORMS	
TRAINING SUPPLIES	1,200.00
OTHER (Please specify)	
(The total of Participant Expenses and Participant Wage and Fringe must be at least 65% of overall budget)	
TOTAL PARTICIPANT EXPENSES	1,300.00

TOMPKINS COUNTY WORKFORCE DEVELOPMENT BOARD
 SUMMER YOUTH EMPLOYMENT PROGRAM

0

PARTICIPANT WAGE AND FRINGE	TOTAL
PARTICIPANT WAGES AND FRINGE BENEFITS	145,740.94
(The total of Participant Expenses and Participant Wage and Fringe must be at least 65% of overall budget	
TOTAL PARTICIPANT EXPENSES	145,740.94

Attachment A

CERTIFICATION

Bidders must certify that they will comply with the following requirements if funding is awarded as a result of this RFP. All awardees of funds shall:

1. Sign an Anti-discrimination Clause and comply with all Equal Opportunity Laws, including the Americans with Disabilities Act of 1990;
2. Sign a "Certification Regarding Debarment, Suspension, and Other Responsibility Matters," indicating that they have not been debarred or suspended from participating in federal programs because of crimes, fraud, or other serious violations of federal laws and regulations;
3. Sign a certification regarding lobbying, indicating that no Federal funds will be used to attempt to influence any Federal officer, employee, or elected official;
4. Sign a certification that they provide a drug-free workplace and have a written drug-free workplace policy;
5. Sign a certification that they have and have implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees;
6. Agree to provide training without any duplication of costs;
7. Provide a copy of their most recent financial audit before Contract execution;
8. Agree to allow on-site inspections and audits of any records related to their programs.

I certify that Ithaca Youth Bureau (name of bidder organization) will comply with the above requirements.

Gregg Hauck
Name

Youth Bureau Director
Title

[Signature] 2/13/24
Signature and Date

Attachment A

COUNTY OF TOMPKINS
GENERAL CONDITIONS

AFFIDAVIT OF NON-COLLUSION

NAME OF RESPONDER: Ithaca Youth Bureau PHONE NO.: 607-273-8364

BUSINESS ADDRESS: 1 James L Gibbs Dr Ithaca NY 14850 EMAIL: bstokes@cityofithaca.org

I hereby attest that I am the person responsible within my firm for the final decision as to the price(s) and amount of the proposal, or if not, that I have written authorization, enclosed herewith, from that person to make the statements set out below on their behalf and on behalf of my company.

I further attest that:

1. The prices in this bid/proposal have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition with any other Contractor, Responder or potential Bidder; and
2. Neither the price(s), nor the amount of this bid/proposal, have been disclosed to any other firm or person who is a Responder or potential Responder on this project, and will not be so disclosed prior to bid/proposal opening; and
3. No attempt has been made or will be made to solicit, cause, or induce any company or person to refrain from responding to this RFP, or to submit a bid/proposal higher than the proposal of this company, or any intentionally high or non-competitive bid/proposal or other complementary proposal; and
4. The bid/proposal of my company is made in good faith and not pursuant to any agreement or discussion with, or inducement from any firm or person to submit a complementary proposal; and
5. My company has not offered or entered into a subcontract or agreement regarding the purchase of materials or services from any other company or person, offeror, promised or paid cash of anything of any value to any company or person, whether in connection with this or any other project, in consideration for an agreement or promise by a company or person to refrain from responding to this RFP or to submit a complementary bid/proposal on this project; and
6. My company has not accepted or been promised any subcontract or agreement regarding the sale of materials or services to any company or person, and has not been promised or paid cash or anything of value by and company or person, whether in connection with this or any project, in consideration for my company submitting a complementary bid/proposal or agreeing to do so on this project; and have made a diligent inquiry of all members, officers, employees, and agents of my company with responsibilities relating to the preparation, approval or submission of my company's proposal on this project and have been advised by each of them that he or she has not participated in any communication, consultation, discussion, agreement, collusion act or other conduct inconsistent with any statements and representations made in this affidavit.
7. **By submission of this proposal, I certify that I have read, am familiar with, and will comply with any and all segments of these specifications.**

The person signing this proposal, under the penalties of perjury, affirms the truth thereof.

Signature & Company Position:  - Youth Bureau Director

Print Name & Company Position: Gregg Houck - Youth Bureau Director

Company Name: Ithaca Youth Bureau

Date Signed: 2/13/24

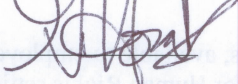
Attachment A

ANTI-DISCRIMINATION CLAUSE continued...

- This Contract may be forthwith cancelled, terminated or suspended, in whole or in part, by the contracting agency upon the basis of a finding made by the State Commission for Human Rights that the Contractor may be declared ineligible for future contracts made by or on behalf of the State or a public authority or agency of the State, until he satisfies the State Commission for Human Rights that he has established and is carrying out a program in conformity with the provisions of these non-discrimination clauses. Such finding shall be made by the State Commission for Human Rights after conciliation efforts by the Commission have failed to achieve compliance with these non-discrimination clauses and after a verified complaint has been filed with the Commission, notice thereof has been given to the Contractor and opportunity has been afforded him to be heard publicly before three members of the Commission. Such sanctions may be imposed, and remedies invoked independently of or in addition to sanctions and remedies otherwise provided by law. The Contractor will include the provisions of clauses (a) through (f) in every subcontract or purchase order in such a manner that such provisions be performed within the State of New York. The Contractor will take such action in enforcing such provisions of such subcontract or purchase order as the contracting agency may direct, including sanctions or remedies for non-compliance. If the Contractor becomes involved in or is threatened with litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the Contractor shall promptly so notify the Attorney General, requesting him to intervene and protect the interests of the State of New York.

GENERAL CONDITIONS ACCEPTED BY:

Firm: Ithaca Youth Bureau

By: Gregg Houck 

Date: 2/13/24

Title: Youth Bureau Director

Contractor's Living Wage Representation

1. Approximately how many Covered Employees, including employees of any subcontractor involved in providing the service, will be involved in the provision of the contracted service? 9

2. Will all Covered Employees, including employees of any subcontractors directly involved in the provision of County services, be paid at least the living wage?

Yes No

3. If the answer is "No", approximately how many covered employees will NOT be paid at the living wage?

Full-time _____ Part-time _____

Contractor Name: Ithaca Youth Bureau

If you answered "Yes" to the Living Wage Representation and are awarded the County Contract, you will be expected to maintain all employees directly involved in the provision of services under this Contract at or above the living wage as of the time of execution of the Contract for the duration of the Contract.

If you answered "No," your response will be among the considerations applied by the County in making its Contract award. As a part of Contract negotiations, the County may request additional information from you regarding the basis of this response.

Attachment C

TOMPKINS COUNTY
VENDOR RESPONSIBILITY QUESTIONNAIRE

FEIN# 15-6000407

VENDOR IS: <input type="checkbox"/> PRIME CONTRACTOR		<input checked="" type="checkbox"/> SUB-CONTRACTOR	
IDENTIFICATION NUMBER: 15-6000407		WEBSITE ADDRESS: ithacayouthbureau.org	
VENDOR'S LEGAL BUSINESS NAME: City of Ithaca - Ithaca Youth Bureau		D/B/A - DOING BUSINESS AS: (if applicable) N/A	
ADDRESS OF PRIMARY PLACE OF BUSINESS: 1 James L Gibbs Dr Ithaca NY 14850		ADDRESS OF PRIMARY PLACE OF BUSINESS IN NEW YORK STATE (if different): N/A	
TELEPHONE: 607-273-8364		TELEPHONE:	
FAX: 607-273-2817		FAX:	
AUTHORIZED CONTACT FOR THIS QUESTIONNAIRE:			
NAME: Ever Stokes			
TITLE: Program Coordinator - Youth Employment Service			
TELEPHONE: 607-273-8364			
EMAIL: bstokes@cityofithaca.org			
LIST ALL OF THE VENDOR'S PRINCIPAL OWNERS:			
NAME: N/A		TITLE:	
NAME: N/A		TITLE:	
A DETAILED EXPLANATION IS REQUIRED FOR EACH QUESTION ANSWERED WITH A "YES", AND MUST BE PROVIDED AS ANO ATTACHMENT TO THE COMPLETE QUESTIONNAIRE. YOU MUST PROVIDE ADEQUATE DETAILS OR DOCUMENTS TO AID THE COUNTY IN MAKING A DETERMINATION OF VENDOR RESPONSIBILITY. YOU MUST NUMBER EACH RESPONSE TO MATCH THE QUESTION NUMBER.			
1. DOES THE VENDOR USE, OR HAS IT USED IN THE PAST FIVE (5) YEARS, ANY OTHER BUSINESS NAME, FEIN, OR D/B/A OTHER THAN THOSE LISTED ABOVE? List all other business name(s), Federal Employer Identification Number(s) or D/B/A names and the dates that these names or numbers were/are in use. Explain the relationship to the vendor. <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
2. ARE THERE ANY INDIVIDUALS NOW SERVING IN A MANAGERIAL OR CONSULTING CAPACITY TO THE VENDOR, INCLUDING PRINCIPAL OWNERS AND OFFICERS, WHO NOW SERVE OR IN THE PAST ONE (1) YEARS HAVE SERVED AS:			
a) An elected or appointed public official or officer? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO List each individual's name, business title, the name of the organization and position elected or appointed to, and dates of service.			
b) An officer of any political party organization in Tompkins County, whether paid or unpaid? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO List each individual's name, business title or consulting capacity and the official political position held with applicable service dates.			

3. WITHIN THE PAST FIVE (5) YEARS HAS THE VENDOR, ANY INDIVIDUAL(S) SERVING IN A MANAGERIAL OR CONSULTING CAPACITY, PRINCIPAL OWNER(S), OFFICER(S), MAJOR STOCKHOLDER(S), AFFILIATE OR ANY PERSON INVOLVED IN THE BIDDING OR CONTRACTING PROCESS:

- a) 1. Been suspended or terminated by a local, state or federal authority in connection with a contract or contracting process;
2. Been disqualified for cause as a Bidder on any permit, license, concession franchise or lease;
3. Entered into an agreement to a voluntary exclusion from bidding/contracting;
4. Been subject to an administrative proceeding or civil action seeking specific performance or restitution in connection with any local, state, or federal government contract;
5. Been denied an award of a local, state, or federal government contract, had a contract suspended or had a contract terminated for non-responsibility; or
6. Had a local, state, or federal government contract suspended or terminated for cause prior to the completion of the term of the contract. YES NO
- b) Been indicted, convicted, received a judgment against them or a grant of immunity for any business-related conducting constituting a crime under local, state or federal including but not limited to, fraud, extortion, bribery, racketeering, price-fixing, bid collusion or any crime related to truthfulness and/or business conduct? YES NO
- c) Been issued a citation, notice, violation order, or are pending an administrative hearing or proceeding or determination of violations of:
1. Federal, state, or local health laws, rules or regulations. YES NO

4. IN THE PAST THREE (3) YEARS, HAS THE VENDOR OR ITS AFFILIATES HAD ANY CLAIMS, JUDGMENTS, INJUNCTIONS, LIENS, FINES OR PENALTIES SECURED BY ANY GOVERNMENTAL AGENCY?

Indicate if this is applicable to the submitting vendor or affiliate. State whether the situation(s) was a claim, judgment, injunction, lien or other with an explanation. Provide the name(s) and address(es) of the agency, the amount of the original and outstanding balance. If any of these items are open, unsatisfied, indicate the status of each item as "open" or "unsatisfied". YES NO

5. DURING THE PAST THREE (3) YEARS, HAS THE VENDOR FAILED TO:

- a) File any returns or pay any applicable federal, state or city taxes?
Identify the taxing jurisdiction, type of tax, liability year(s), and tax liability amount the vendor failed to file/pay and the current status of the liability. YES NO
- b) File returns or pay New York State unemployment insurance?
Indicate the year(s) the vendor failed to file/pay the insurance and the current status of the liability. YES NO
- c) Property Tax
Indicate the year(s) the vendor failed to file. YES NO

6. HAVE ANY BANKRUPTCY PROCEEDINGS BEEN INITIATED BY OR AGAINST THE VENDOR OR IT'S AFFILIATES WITHIN THE PAST SEVEN (7) YEARS (WHETHER OR NOT CLOSED) OR IS ANY BANKRUPTCY PROCEEDING PENDING BY OR AGAINST THE VENDOR OR IT'S AFFILIATES REGARDLESS OF THE DATE OF FILING?

Indicate if this is applicable to the submitting vendor or affiliate. If it is an affiliate, include the affiliate's name and FEIN. Provide the court name, address, and docket number. Indicate if the proceedings have been initiated, remain pending, or have been closed. If closed, provide the date closed. YES NO

7. IS THE VENDOR CURRENTLY INSOLVENT, OR DOES VENDOR CURRENTLY HAVE REASON TO BELIEVE THAT AN INVOLUNTARY BANKRUPTCY PROCEEDING MAY BE BROUGHT AGAINST IT? Provide financial information to support the vendor's current position, for example, Current Ratio, Debt Ratio, Age of Accounts Payable, Cash Flow and any documents that will provide the agency with an understanding of the vendor's situation. YES NO

8. IN THE PAST FIVE (5) YEARS, HAS THE VENDOR OR ANY AFFILIATES:

a) Defaulted or been terminated on, or had its surety called upon to complete any contract (public or private) awarded;

Indicate if this is applicable to the submitting vendor or affiliate. Detail the situation(s) that gave rise to the negative action, any corrective action taken by the vendor and the name of the contracting agency. YES NO

**TOMPKINS COUNTY
VENDOR RESPONSIBILITY QUESTIONNAIRE**

FEIN# 15-6000407

CERTIFICATION:

The undersigned: recognizes that this questionnaire is submitted for the express purpose of assisting Tompkins County in making a determination regarding an award of Contract or approval of a subcontract; acknowledges that the County may in its discretion, by means which it may choose, verify the truth and accuracy of all statements made herein; acknowledges that intentional submission of false or misleading information may constitute a felony under Penal Law Section 210.40 or a misdemeanor under Penal Law Section 210.35 or Section 210.45, and may also be punishable by a fine and/or imprisonment of up to five years under 18 USC Section 1001 and may result in Contract termination; and states that the information submitted in this questionnaire and any attached pages is true, accurate and complete.

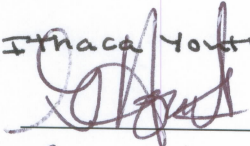
The undersigned certifies that he/she:

- Has not altered the content of the questions in the questionnaire in any manner;
- Has read and understands all of the items contained in the questionnaire and any pages attached by the submitting vendor;
- Has supplied full and complete responses to each item therein to the best of his/her knowledge, information and belief;
- Is knowledgeable about submitting vendor's business and operations;
- Understands that Tompkins County will rely on the information supplied in the questionnaire when entering into a Contract with the vendor;
- Is under duty to notify the Tompkins County Purchasing Division of any material changes to the vendor's responses.

Name of Business:

Ithaca Youth Bureau

Signature of Owner:



Printed Name of Signatory:

Gregg Hauck

Title:

Youth Bureau Director

Address:

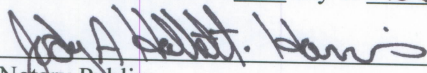
1 James L Gibbs Dr

City, State, Zip:

Ithaca NY 14850

Sworn before me this 13th day of February, 2024;

Notary Public



Printed Name

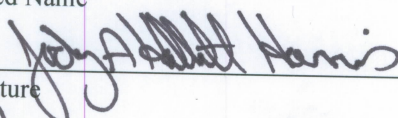
Jody A. Hallett-Harris

Jody A. Hallett-Harris

Notary Public, State of New York

No. 01HA5021000

Signature



Qualified in Tompkins County

Commission Expires December 6, 2025

Date

2/13

Attachment A

**COUNTY OF TOMPKINS
GENERAL CONDITIONS
BIDDER'S STATEMENT ON SEXUAL HARASSMENT**

IN ACCORDANCE WITH NEW YORK STATE FINANCE LAW §139—1

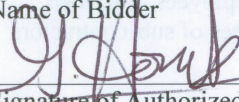
In accordance with State Finance Law §139-1, which generally prohibits the County from entering into contracts pursuant to the bid process with persons who fail to submit a certification affirming compliance with New York Labor Law §201-g, the Bidder submits the following certification under the penalty of perjury:

By submission of this bid, each Bidder and each person signing on behalf of any Bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that the Bidder has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees. Such policy shall, at a minimum, meet the requirements of Section 201-g of the Labor Law.

Tompkins County, New York

Dated: February 13, 2024

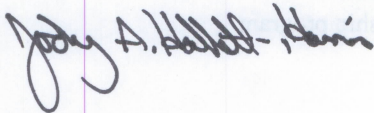
Ithaca Youth Bureau
Name of Bidder


Signature of Authorized Official

Gregg Hauck, Youth Bureau Director
Printed or Typed Name of Official and Title

Sworn to before me this

13th day of February, 2024

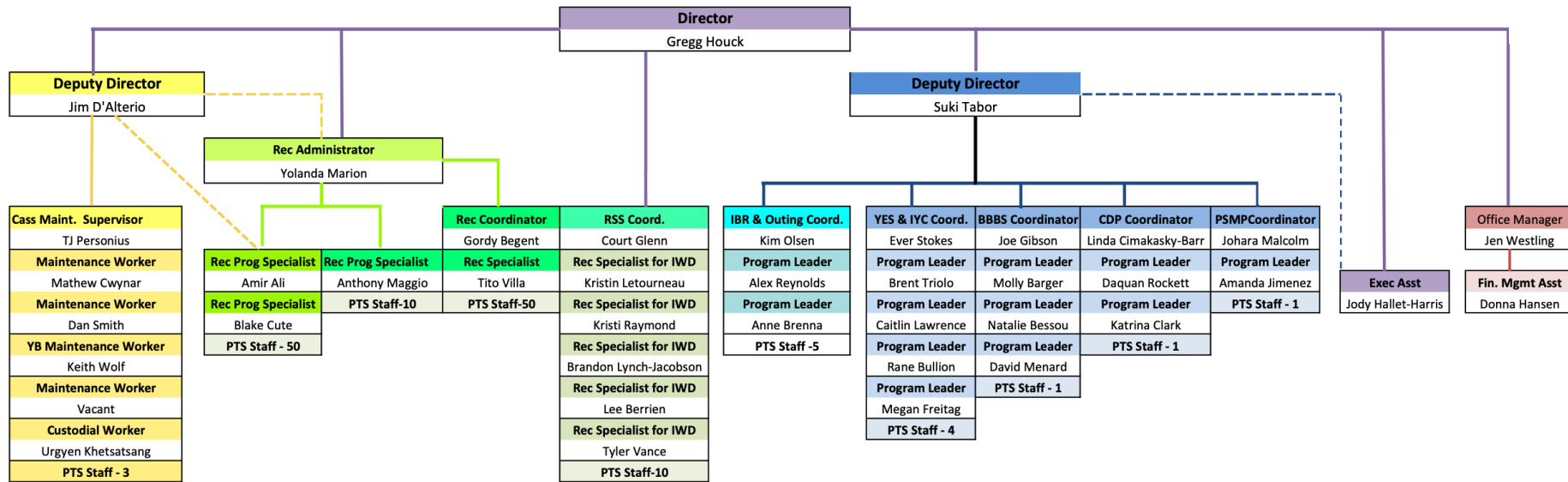


Jody A. Hallett-Harris
Notary Public, State of New York
No. 01HA5021000
Qualified in Tompkins County
Commission Expires December 6, 2025

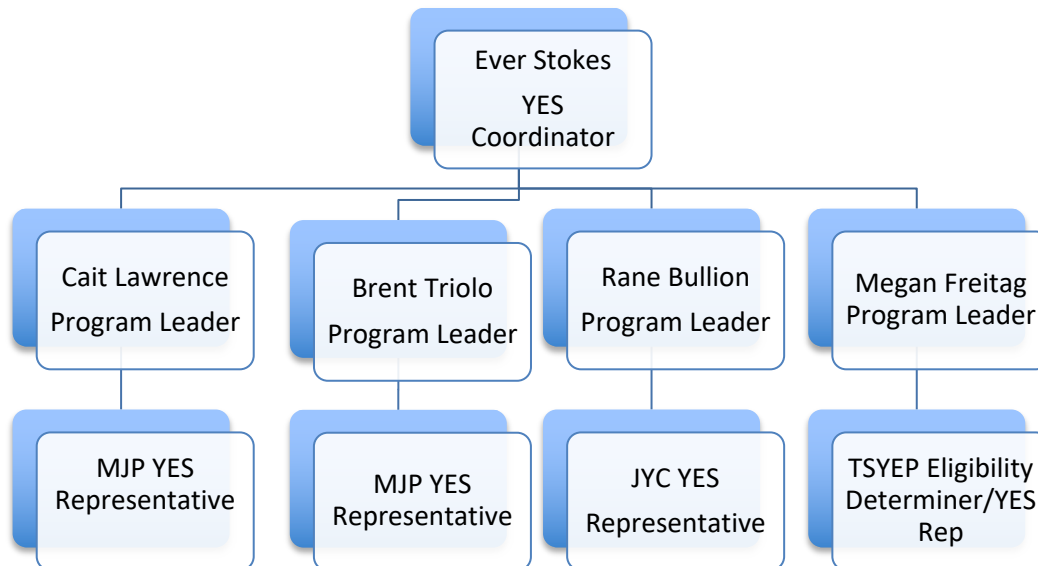
Business Name

15 Steps
Alex Haley Memorial Pool
Allan H Treman State Park
Alley Cat Café
Alternatives FCU
Brookton's Market
Buffalo Street Books
Buttermilk Falls St Park
Cass Park Rink & Pool
Cass Park Day Camp
Cayuga Medical Café
Cayuga Nature Center
CCE - 4H and Danby
Chamber of Commerce
Circus Culture
City of Ithaca - Forestry
City of Ithaca - Planning Dept
City of Ithaca - Wastewater
Civic Ensemble
Clay School Ithaca
Coddington Road Community Center
Collegetown Bagels
Cornell University - EHS
CUMEP
Daisy Hollow Farm
Discover Cayuga Lake
Dolce Delight
Downtown Ithaca Alliance
Durland Alternatives Library
Enfield Summer Camp
Envious Vegan Handbags
Finger Lakes Land Trust
Finger Lakes ReUse
Fort Baptist Farm
Free Science Workshop
GIAC - Camp and Kitchen
Greenstar Coop
Groton Youth Services
Hangar Theater
Hickey's Music Center
Home Green Home
ICSD Athletics
ICSD Painting
Inn on Columbia
IC Admissions
Ithaca Bakery
Ithaca Bike Rental
Ithaca Children's Garden
Ithaca Community Childcare Center
Ithaca Farmers Market
Ithaca Guitar Works
Ithaca Lights
Ithaca Murals
Ithaca Yacht Club
IYB - Outings
IYB- Expressive Arts
Italian Carryout
Kendal at Ithaca
Laughing Goat Fiber Farm
Longview
Mama Said Handpies
Mary Durham Boutique
McGraw House
Mimi's Attic
Odyssee Books
Owl Creek Nature Playschool
Renovus Solar
Robert H Treman St Park
Sciencenter
Shortstop Deli
Significant Elements/Work Preserve
Southside Community Center
Southworth Library
Stewart Park Day Camp
Sunny Days Ithaca
The History Center
The Learning Farm
Tompkins County Public Library
Town of Ithaca Public Works
Trumble Physical Therapy
Village at Ithaca
YMCA of Ithaca and Tompkins County
Youth Farm Project
Zero Waste Project

Ithaca Youth Bureau Org Chart



Youth Employment Service Org Chart





Name _____
 Worksite _____
 Week Ending _____

Note:
 15 mins = .25 hr
 30 mins = .5 hr
 45 mins = .75 hr

Please send timesheet Wednesday afternoon ❖

Day	Date	Time In	LUNCH		Time Out	Total Hours
			From	To		
Thursday						
Friday						
Saturday						
Sunday						
Monday						
Tuesday						
Wednesday						



Under NYS law, an employee who works a shift of more than 6 hours **must take** a meal period of at least 30 minutes of unpaid time off within that period. For specific shifts or info, please call the YES office.

Employee Signature _____

Week's

Supervisor Signature _____

Work Hours _____

YES OFFICE USE ONLY		
Date	Training	Total Hours

YES Staff Signature _____

Total Hours: _____

Youth Employment Service (YES)
 1 James L. Gibbs Drive
 Ithaca, NY 14850



Phone: 273-8364
 FAX: 273-2817
 e-mail: yes@cityofithaca.org



YES Summer Mid-Point Evaluation

Teen Name: _____ Date: _____

Supervisor Name: _____ Worksite: _____

For each skill category, the teen should complete the “Self-Evaluation” section and the supervisor should complete the “Supervisor Evaluation” section.

	Self-Evaluation	Supervisor Evaluation
Attendance & Punctuality <i>Teen follows attendance expectations; tells supervisor ahead of time in case of absence or being late; arrives to work and returns from breaks on time.</i>		
Workplace Presentation <i>Teen dresses appropriately for work and job duties; practices personal hygiene appropriate for position.</i>		
Knowledge of Workplace <i>Teen understands and follows requirements to do their job; follows health and safety rules; uses job materials appropriate for tasks; seeks opportunities to learn.</i>		
Taking Initiative <i>Teen stays focused on tasks from start to finish without being told; asks supervisor for more tasks after completing others; adapts to changes.</i>		
Quality of Work <i>Teen gives their best effort; checks personal work and uses feedback to improve work performance; aims to meet work standards and give good service to others.</i>		
Problem Solving/Decision Making <i>Teen identifies problems, thinks about possible solutions and follows through with the best solution; willing to learn from mistakes.</i>		
Cooperation with Others <i>Teen interacts with others in a friendly and polite way; shows respect for others' ideas; respects diversity; works as a member of a team and helps positively resolve conflict.</i>		
Communication Skills <i>Teen listens with full attention; asks questions when appropriate; shows understanding of what was heard; communicates concerns and asks for help when needed.</i>		
Response to Supervisor <i>Teen accepts direction and constructive criticism with a positive attitude; uses feedback to improve work performance; demonstrates flexibility when job duties change</i>		

Supervisor should respond to the following questions. Teen Worker should complete their section with their YES Rep.

S U P E R V I S O R	<p>Which skill from the front of this form do you think best reflects the teen's strengths?</p> <p>In what ways has the teen shown this skill to be a strength?</p> <p>Which skill from the front of this form do you think is the teen's greatest area for improvement?</p> <p>What makes this skill an area for improvement?</p> <p>What skills would you like to see the teen worker improve upon from the front of this form or that are worksite-specific?</p> <p>Would you like YES support in discussing steps for improvement with the teen worker?</p>
T E E N W O R K E R & Y E S R E P T O G E T H E R	<p>Which skill from the front of this form is your strongest?</p> <p>In what ways is this skill a strength?</p> <p>Which skill on the front of this form has the most room for improvement?</p> <p>Choose 1-2 skills that you'd like to improve upon. You may use skills from the front of this form or worksite-specific skills.</p> <p>Specific Skill: _____</p> <p>Measurable: I will know I have improved in this area when (I feel/I am able to/I have)...</p> <p>Achievable: I can improve this skill by...</p> <p>Relevant: I want to improve because...</p> <p>Time-bound: I will improve within _____ (weeks/months)</p> <p>Specific Skill: _____</p> <p>Measurable: I will know I have improved in this area when (I feel, I am able to, I have)...</p> <p>Achievable: I can improve this skill by...</p> <p>Relevant: I want to improve because...</p> <p>Time-bound: I will improve within _____ (weeks/months)</p>